

Daily, Monthly, and Annual CACFP Record Keeping Requirements
for

Child Care Centers, Head Start Centers, Outside School-Hour Programs, Adult Day Care Centers, Registered Day Care Ministries, At-Risk After School-Hour Programs, and Homeless/Emergency Shelters.

Daily Requirements

1. Keep dated menus including CACFP age groups, portion sizes for each CACFP age group, and foods served for meals and snacks claimed for CACFP reimbursement. If applicable, have a complete menu for infants with the same required information as the child menus.
2. If applicable, complete *Infant Feeding Records*. These should include the infant's name and age, date of meals served, specific foods served, amount offered, and original signature of caregiver.
3. Complete an *Attendance Record* for each day.
4. Compile expenses incurred for the CACFP.
5. Complete CACFP *Meal Participation Records* at the point of service.
6. An individual whose labor is included as a CACFP expense and is paid for with CACFP funds must complete a *Daily Time Log*. This includes administrative and food service labor.

Monthly Requirements

1. Complete a *Program Expense Form* including milk purchases and a *Milk Inventory Form* for the month.
2. Tabulate the *Meal Participation Records* and double check your addition.
3. Verify that each participant claimed as free or reduced has a valid *Application for Free and Reduced-Price Meals* on file. (Children participating in Head Start whose household income falls within Head Start income guidelines are not required to have an *Application for Free and Reduced-Price Meal*. Participants in at-risk after school snack programs and homeless/emergency shelters are also not required to have an *Application for Free and Reduced-Price Meals*.)
4. Verify that each participant claim for meals has an up-to-date enrollment form on file. Participants in adult day care centers, at-risk after school snack programs, outside-school-hours centers, and homeless/emergency shelters are not required to have an enrollment form.
5. Complete the CACFP *Participant Eligibility Roster*. Include the names of enrolled participants who were served at least one meal or snack during the month.
6. Submit a claim for reimbursement on the CNPweb®.
7. Maintain the non-profit food service account.

Annual Requirements

1. Complete the Indiana Department of Education contract or letter of agreement and application to participate on the CACFP.
2. Conduct and document the training of staff on CACFP responsibilities. (i.e. meal participation records at point of service, sanitation, meal pattern requirements)
3. Conduct Civil Rights Training with staff.
4. If sponsoring more than one site, a CACFP monitor review must be completed three times per year for each center, ministry, Head Start, homeless/emergency shelter, at-risk after school snack programs, or outside-school-hours centers without six months lapsing between reviews. One review must be made during the center's first four weeks of operation. Each monitor visit must include a 5-day reconciliation between meal counts and attendance/enrollment information.
5. Implement new income guidelines each July 1.
6. Renew each participant's *Application for Free and Reduced-Price Meals* with the current fiscal year's *Parent Letter* and the *Building for the Future* information attached.
7. Make sure each participant has a valid *Enrollment Form* that has been signed by a parent or legal guardian. Enrollment forms must be updated annually. (Adult day care centers, homeless/emergency shelters, at-risk after school snack programs, and outside-school-hours centers are NOT required to maintain enrollment forms.)
8. Review your Civil Rights file to ensure that it contains the racial/ethnic breakdown from the 2000 census and the required staff civil rights training.
9. Complete the *Annual Racial/Ethnic Form* and keep this in the Civil Rights file.
10. Make sure the *... and Justice for All* and the *Building for the Future* posters are displayed in a prominent location for the public to view.
11. Complete and submit the *Annual Non-Profit Status Report* within 30 days of the close of your organization's fiscal year.
12. If meals are vended, complete a *Vending Contract* or extension.
13. Sponsoring organizations should contact households when one or more of the situations occur as outlined in policy instruction 05-11.
14. Complete and submit the Entity Annual Report (Form E-1) to the Indiana State Board of Accounts within 30 days of the close of your organization's fiscal year.